

# KIRKLEES COUNCIL

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**SECTION: ALL SCHOOLS MODEL - TECHNICIAN**

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**JOB TITLE: SENIOR TECHNICIAN (ICT)**

**GRADE: 6**

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## **PURPOSE OF JOB**

Under the guidance of the Head of Department or Technician Manager, to provide an efficient, technical support service for the school's Information and Communication Technology activities. The post holder will work as part of a team to provide practical support for learning activities for all children within the school – under the supervision of the class/head teachers and/ or line manager.

## **KEY AREAS**

1. Technical ICT Support
2. Health and Safety
3. Administration
4. Pupil Support
5. General

## **DUTIES AND RESPONSIBILITIES**

### **1 Technical ICT Support**

- 1.1 To set up work stations in required locations ensuring that systems are switched on, ready for use and operating correctly.
- 1.2 To assist in providing first response support for application software and hardware problem solving.
- 1.3 To provide assistance to teachers and maintain the use of computer equipment, software and procedures (including at ICT INSET events).
- 1.4 To install new software, hardware upgrades and replacement components as required.
- 1.5 To provide basic maintenance and cleaning support for all computer equipment and networks, including the connection and commission of new equipment, and its security marking ensuring that it works correctly.
- 1.6 To assist in the preparation of material and equipment required for

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teaching to include the downloading, printing and reproduction of materials.

- 1.7 To carry out basic disc management on both the file servers and workstations, restoring data as necessary and operating specified back up procedures.
- 1.8 To administer access security through operating user ID, password and access rights systems.
- 1.9 To assist with the maintenance and development of the school's intranet and internal systems.
- 1.10 To assist in supporting and advising pupils/students during lessons and/ or extra curricula ICT activities and INSET events.

## **2 Health and Safety**

- 2.1 Carry out routine Health and Safety checks on ICT and/or reprographics and audiovisual equipment reporting to relevant senior management.
- 2.2 Where appropriate, undertake electrical testing of portable electrical equipment maintaining all associated paperwork.

## **3 Administration**

- 3.1 To operate an efficient system for the storage and distribution of hardware, software discs and associated documentation (including loans and bookings)
- 3.2 To maintain appropriate inventory and cataloguing systems for new, existing and obsolete stock.
- 3.3 To organise for the repair and/ or replacement of ICT and/ or reprographics and audio-visual equipment including liaison with the external suppliers and in consultation with senior management.
- 3.4 To receive and check deliveries and associated stock.
- 3.5 To make petty cash purchases and/or requisitions for stock in line with the schools established financial and authorisation procedures.

## **4 Pupil Support**

- 4.1 Provide support, training and guidance on a one to one basis or to individual groups of pupils in their ICT skills.
- 4.2 Work under the direction of the class teacher to plan and monitor pupils learning and ensuring that progress is clearly recorded in the relevant systems and relates to the learning objectives for pupils.

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- 4.3 Under the direction of the teacher, ensure equipment or materials are suitable for learning activities. Prepare teaching aids where necessary.
- 4.4 Actively encourage pupils to participate in the life and activities of the school and access the national curriculum to the best of their ability.
- 4.5 To contribute to plans, reviews, evaluations and assessments of pupil's learning.

## 5 General

- 5.1 As part of your wider duties and responsibilities you are required to promote and actively support the School's/LA's responsibilities towards safeguarding. Safeguarding is about keeping people safe and protecting people from harm, neglect, abuse and injury. It is about creating safe places, being vigilant and doing something about any concerns you might have. It isn't just about the very old and the very young, it is about everyone who may be vulnerable.

Please click [here](#) to read our safeguarding policy.

Alternatively go to:

<https://jobs.kirklees.gov.uk/GenText.aspx?page=page1>

- 5.2 Carry out your duties with due regard to current and future School's/LA's policies, procedures and relevant legislation. These will be drawn to your attention in your appointment letter, your statement of particulars, induction, ongoing performance development and through School communications.

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**RESPONSIBLE TO: Head of Department / Technician Manager**

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**RESPONSIBLE FOR: None**

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<b>JD Reference No</b>	SS/T06/ICT
<b>JD Prepared / Amended</b>	OCT 2009
<b>Refers to Estab(s)</b>	

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